## PeopleSoft Assigning a CFDA# to a Fund

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Breadcrumbs: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Fund Code

## SEARCH FOR FUND

Use the above navigation to obtain the following screen:

Fund Enter any information you have and click Search. Leave fields blank for a list of all values.
∫ Find an Existing Value \
SetID: = V 11000 Q Fund Code: begins with V Q
□ Include History □ Correct History  Search □ Clear □ Basic Search □ Save Search Criteria

Please enter your 5-digit Business Unit in the 'SetID' field and the appropriate federal fund code (ex. G1774) in the 'Fund Code' field. Check the box next to 'Correct History' and press the 'Search' button.

## ASSIGN CFDA# TO A FUND

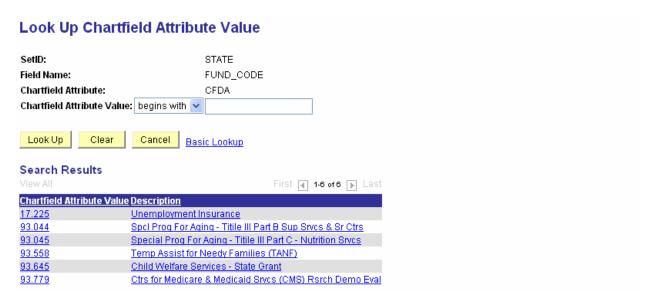
At this time, the **Fund Code screen** will appear.



Click the blue 'Attributes' hyperlink. The following Chartfield Attributes screen will appear.



Type <u>CFDA</u> in the 'Chartfield Attribute' column and press the TAB key. Click the magnifying glass beside the 'Chartfield Attribute Value' column. The following **Look Up Chartfield Attribute Value screen** will appear.



At this time, click the appropriate CFDA# relating to your federal fund from the values under the 'Chartfield Attribute Value' column. The **Chartfield Attributes screen** will reappear with your selected CFDA# and its associated description.



Click the 'OK' button. You will be returned to the Fund Code screen.



Click the 'Save' button. Once saved, click the 'Return to Search' button to proceed to assigning another CFDA# to another fund or to exit the process. To obtain a listing of all funds assigned a CFDA# for your business unit, run query NDS\_CFDA\_REPORT.